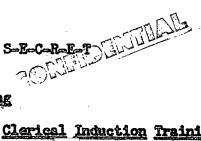


19 June 1957

memorandum for	l: Chief, Plans and Policy S		
SUBJECT	: Intelligence School Weekl 13 June through 19 June 1	1957   Beeleville   Tes To So	
I. SIGNIF	CANT ITEMS:	Date: 3-10-78 By:	<u> </u>
15 June schedul	erical Training moved to 1016 o. Classes ran all the provi le Monday, 17 June. For the al Training are being carried	lous week, and ran again on first time, all phases of	
II. OTHER	CTIVITIES:		
A. <u>Of</u>	ice of the Chief, Intellige	nce School	25 <b>X</b> 1
agreed recomme	to a workable pattern of alc modation will be forwarded to sently studying the organizat	tion Division, O/Pers., ots and grades for IS. His o the Management Staff, which	25X1
B. ON	Orientation Officer		
	. New personnel have come i	CIA Introduction on Monday, into the pool in great numbers oming through the EOD program.	25X1
by the Only th	to weeks. He has been unwell doctor as a probable major on the minimum programs will be on the size of the group of		25X1
C. May	nagement Training	·	20/(1
(1.	) Basic Management #36 began	icting the class this week;	25 <b>X</b> 1



25X1

#### D. Clerical Training

(1) Mumbers in Clerical Induction Training. During the week of 11 June there were people in Clerical Induction Training, and in Clerical Orientation.

25X1

(2) Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 11 June were as follows:

Tested

Qualified

25X1

Shorthand Typewriting

### B. Orientation Faculty

The final describe of the Security Officers' Special Orientation began Monday, 17 June. The students have given every indication of application and attention to this Tradecraft and Operation phase of orientation.

25X1

# F. Intelligence Faculty

25X1

25X1

(1) Writing Workshop #14 started on Monday, 17 June, with the full quote of students. There are from the DD/S, and from the DD/I.

25X1

(2) The eighth 00/C Refresher Course will begin on Monday. from headquarters 24 June, with people from the field and 25X1 attendingo

25X1

(3) is following up the FDD request (noted in survey of training needs of that Office) for a basic course in geography for junior personnel. An outline of the proposed new course, Intelligence Research (Maps) I- World Geography, will be discussed with FDD to determine if this would provide the desired training.

25X1

has agreed to conduct two courses in (A) Effective Writing, the first to begin 12 August and the second to begin in December. Each course will consist of 20 hours classroom instruction-two 2-hour sessions a week for 5 weeks.

25X1

students started Reading Improvement Course No. 36 on Monday, 17 June. There are from the DD/I.

from the DD/P, and from the DD/S. The class will meet one

CANTAD LIGHTIAN

25X1

25X1

hour a day for seven weeks.

25X1

Sale-Care Eat

25X1



(6) The students who completed Reading Improvement Course No. 35, the second experimental 32-week, two-hour-sday course, chemed accellent improvement. Like the students of the first agrandmental scation, they favored the shorter duration course. A complete report will be made, when both ecetions have been retested, by the first of August.

25X1

### administrative Training

25X1

(1) A disputch and cable presentation for the Comptrollorge Oxilico has been arranged for 9 - 11 July and will be run Funda nor scarcing-skinggraphers. This presentation will be run with a full day for cobles and a full day for dispatches. The proctico work will be critiqued on il July from 9:00 A. N. to 12:30 P. H. The lecturing and practice work has been cartended Aron a half day to a whole day as it was found on the first ruming that this presentation was not a refrocher as the country had a limited knowledge of the organizational structours of the DD/S and the DD/P and hence could not proparly understand suthenticating, coordinating and releasing officers. In addition to this, the majority in this group did not understand routing, special and sansitive indicators and code doctenations as applied to cable and dispatch communications. For this reason, it is believed that this type of presentation must be such sore basic and compreheasive than that given in Operations Support and Administrative Procedures, there students have had the benefit of lectures on organization and related හෙවිමුම්දිශ්ශම

25X1

25X1

(2) The ruming of Budget & Finance Procedures #3 has beca tentatively not for July 8 - 19 inclusive. are preparing to teach the new Class B reporting ersta in this running. The new system is expected to take effect by the time these students reach the field, and O/Compt. had remorted that the new system be taught.

25X1

(3) Savaral files were reviewed to locate a replacement recently returned for from her second eversess post, was interviewed and accepted for this postilon.

25X1

## Personal Hotes

went on sick leave 20 June, for a series (1) of clinical tests and diagnosis.

S-E-C-R-E-T

	SECRE	25X1
	COLUMN	25X1
(2) Assistant, Cleric	has assumed duties as Training cal Induction, replacing	25 <b>X</b> 1
(3) 17 June due to th	was called to Chicago on Monday, ne death of his father.	25X1
(4) the death on Tues	is on annual leave because of sday, 18 June, of her father.	25 <b>X</b> 1
	tion Course at the Command and Staff School.	25 <b>X</b> 1
(6)	is on extended annual leave.	25 <b>X</b> 1
(7) 25 June	is on annual leave until Monday,	
(8)	is on annual leave, touring the West	25 <b>X</b> 1
(9) at Princeton 15-1	attended the 25th reunion of his class	25X1

The same had been a second

Chief, Intelligence School

25X1

S-E-C-R-E-T